

MINUTES OF THE NEW CARLISLE - OLIVE TOWNSHIP PUBLIC LIBRARY
REGULAR MONTHLY BUSINESS MEETING
TUESDAY, FEBRUARY 16, 2010

AGENDA

CALL TO ORDER

The meeting was called to order by President Lori Kimmel at 7:04 p.m.

PRESENT

Lori Kimmel, Tom Pietrzak, Wendy Glon, Carolyn Higgins, Mike Bailey, Stephen Boggs

PUBLIC

Andrew Beidinger

APPROVAL OF MINUTES

Moved by Tom Pietrzak and seconded by Carolyn Higgins that minutes from the January meeting be approved as distributed. Carried.

TREASURER'S REPORT

Filed for audit.

A question was raised regarding the excess tax receipts from the County Auditor. That money has been reimbursed to the County Auditor in the amount of: \$58,331.58.

PUBLIC COMMENTS

Andrew Beidinger noted his Senior exit project is on librarianship and will be meeting with the Director on occasion.

CHILDREN'S DEPARTMENT REPORT

Condolences to Sara, her mother passed last week.

64 preschoolers attended Story Hour with a new Foods Theme. 37 people attended the Service League Play in LaPorte.

44 school aged kids competed in the Funday Monday Marble Tournament and 58 people attended the Burmusic Show.

TAG attendance totaled 22 teens. We are planning a Teen Movie Night for March or April. Teen Gaming totaled 111.

8 Homeschool students attended an Elementary level Reference class taught by Sara. Teen Computer Class taught by Steve had 24 in attendance.

Outreach included reading to 33 preschoolers at Wee Care and Cornerstone.

Sara attended the Annual Caldecott Day Children's Services Roundtable and catered the event as well as working on the Board as Treasurer.

Total number of programs in January was 18

Thank you for all the comforting expressions during my family's loss of our Mother.

PROGRAM COORDINATOR'S REPORT

Computer classes have started again. In March we are adding two sessions in the afternoon called Windows Movie Maker.

Due to weather a lot of rescheduling had to be done and in most cases all worked out better. 83 events and over 820 patrons.

Craft retreats are a big hit, next one is scheduled March 25 through March 28. We'll be adding a gourd jewelry-making class.

Scout over-nighters have started. Val Seemiller, our hostess for Saturday's Hook & Needle Group, worked with the girls this time to help earn badges. Both Val and I will be teaching in the next planned three sessions.

March 15 - May 15 the Friends are sponsoring an Audio Book Program. It will run similar to our summer reading program.

TECHNOLOGY COORDINATOR'S REPORT

1. Problems with Internet Firewall/s led to repeated outages and other annoyances. New firewall/s are installed and seem to be functioning.

2. SB has purchased Windows 7 (HOT DIGGETY!) And will begin installing onto machines that can support it.

Tom noted he is interested on how to image Windows 7 for network installation purposes.

3. Will be replacing Amy's computer @ cost is \$1,600.00 including monitor...specs available upon request.

REFERENCE DEPARTMENT REPORT

Displays:

New Year Resolutions – exercise/diet
Train books
Martin Luther King Jr
Soup Month
Best books of 2009

Projects:

Continued inventory of non-fiction area/double checking for missing books and withdrawing titles not found
Continued weeding and shifting in non-fiction area
Creating a collection development plan for non-fiction area
Updating collection by subject areas, what are the best books out there and where to find order them from
Continued condensing authors in OPAC – one line for each author instead of many

LONG RANGE PLAN

No updates

TECHNOLOGY PLAN

No updates

DIRECTOR'S REPORT

1. Eight programs at schools.
 2. Am on the Indiana Public Library Association (IPLA) Board. 1st meeting was held in Greenfield, next meeting will be in March, in Plainfield. IPLA will be officially taking over from where the Indiana Public Library Coalition left off...guarding against consolidation and educating specifically public libraries about how to present information to Legislators.
 3. Annual report filed and signature page was received by ISL.
 4. Amy is doing the LAR1 report for the State Board of Accounts and will have it submitted by the end of February. Part one of the report will be published February 19.
 5. Director holding a computer orientation and research class for the 5th grade students at Olive Elementary. After a short survey I found that the kids had no clue how to cut, paste or even perform a screen print. Next we will be working on research skills using the library's Online Catalog, Inspire and World Book Online.
 6. Bid form will be available within the next week for landscaping bids.
- Discussion regarding threshold of when bids are required, Director noted about \$75,000.00. Also discussed using some type of bidding process for lightbulb and ballast replacement; maybe one year replace all on one side of the building and then the other side the following year.

UNFINISHED BUSINESS

NEW BUSINESS

1. Budget Committee report regarding proposed Additional Appropriation for Operating Fund. To date the following are requiring attention:

1. A/C FOR TECH ROOM (this is now a must do, last price was @\$13k)
2. Repair/repaint front railings and grillwork.
3. Funds for HVAC service contracts (\$10,500 for 2010 and ?2011)
4. Roof repair (nothing broken yet, though).
5. Laptops, desktops, servers (maybe even an iMac or 2?)

After a discussion it was agreed that this Additional Appropriation is definitely needed for the proper repair and maintenance of the building and its equipment. It was moved by Mike Bailey and seconded by Wendy Glon to proceed with the Additional Appropriation in the amount of \$60,000. Carried. Carolyn Higgins abstained from the vote due to her newness as a Library Trustee.

It is noted that these funds are currently in the Library's cash reserve and are currently unappropriated. The hearing for the Additional Appropriation will be during the March regular monthly business meeting.

2. Budget Committee report regarding information from Curt Pletcher of Umbaugh and Associates about

potential taxpayer savings if we refinance our current bonds.

Upon financial advice from H.J. Umbaugh and Associates that the Library Trustees could save the taxpayers at least \$90,000.00 in interest it was agreed to proceed with the refinancing of the Library's currently outstanding bonds. The outstanding balance on February 1, (taken from bond amortization schedule) is \$3,720,000.00.

It was moved by Wendy Glon and seconded by Mike Bailey to adopt the resolution as read. Carried.

OTHER BUSINESS

1. Information from Carolyn Higgins regarding Town water bill and trash collection. Library has to pay due to Town Ordinance.

2. Information was requested last month about a tax distribution for safety. We did receive a disbursement, but there were no instructions as to the funds were to be spent. Amount of: \$41,401.00 was received. Director has attempted to follow-up with County Treasurer and County Auditor, no information as yet. Director will also contact the State Board of Accounts for additional information/direction.

PAYMENT OF CLAIMS

Moved by Mike Bailey and seconded by Wendy Glon that claims be paid as presented. Carried.

ADJOURNMENT

Meeting declared adjourned at 8:23 p.m.

Lori Kimmel, President

Tom Pietrzak, Secretary